

LEARN MORE ABOUT

Joining the MSJ Family



MALVERN ST JAMES
Girls' School



inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of **'Excellent'** in the ISI's Educational Quality Inspection in May 2017 and has been compliant in all other ISI Compliance and Regulatory inspections since then, including September 2021. In March 2021, the School was awarded the Carnegie Mental Health Gold Award

WORKING AT MSJ

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

Two hours from London and one hour from Birmingham, MSJ is in the heart of Malvern in Worcestershire, with excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an **'Outstanding'**

for its outstanding pastoral care and support for pupil and staff mental wellbeing.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.



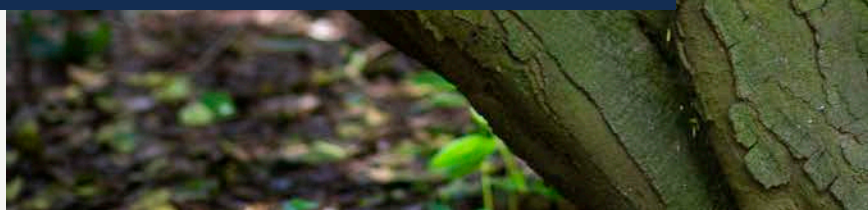
The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new AstroTurf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in **STEAM** (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university. Benhams, the Year 10 Boarding House was refurbished in 2021. The next phase is the transformation of Hatfield, one of the middle school Houses in 2023.

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. There are regular opportunities for Christian worship.



Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is “full of girls who are going to change the world”!



HEAD OF ADMISSIONS

JOB DESCRIPTION

AT A GLANCE



39 HOURS PER WEEK
52 WEEKS PER ANNUM



REPORTS TO
HEADMISTRESS

ABOUT THE ROLE

The Head of Admissions plays a pivotal role, responsible for driving the strategic planning and efficient management and administration of pupil recruitment for the School working as part of the Admissions and Marketing team. The Head of Admissions plays an integral and active part in promoting Malvern St James and in continuing to implement appropriate strategies to drive recruitment.

Working alongside the Head of Marketing, the role will also involve close liaison with the Headmistress, the Director of Development, the Finance Director, the Heads of Year and Sixth Form, Prep and Pre-Prep together with the Senior Leadership Team and academic and pastoral members of staff.

KEY RESPONSIBILITIES

Manage the School's Admissions function

- Understand the Schools' 3-18 market in order to position the School in the most successful way to support effective recruitment in line with key targets
- Responsible for the first point of contact for all enquiries whether personally or via the Senior Admissions Officer and matters relating to admission to the School
- Responsible for undertaking the best follow-up strategy to persuade girls and parents to visit and join the School
- Oversee the preparation of all admissions-related correspondence and information
- Ensure full and complete admissions paperwork is in place for all entrants working closely with the School Office
- Produce Admissions reports against agreed targets including statistical data regarding the School

Manage Outreach, Recruitment Planning and Events

- Responsible for all planning and Event Management relating to recruitment including Open Days, overseas recruitment trips, recruitment fairs and Taster Days

KEY RESPONSIBILITIES (CONTINUED)

- Liaise directly with MSJ Prep, and the Pre-Prep Partnership Coordinator to develop links with nurseries
- Liaise directly with feeder schools' and nurseries' Heads re: prospective pupils and develop the engagement programme for the Headmistress in liaison with Headmistress's PA
- Liaise directly with the Outreach Co-ordinator and the Marketing Manager to continue to develop partnership activities and links with partnership schools both from the state and independent sectors
- Plan and deliver individual visits: hosts, tour guides, taster days, schedules, briefing material for visits with the support of the Senior Admissions Officer
- Direct and host entrance examinations, the Transition Day and oversee the Senior Admissions Officer's work with all arrangements including administration, catering, logistics for these events

Manage Overseas Recruitment

- Forge a strong rapport with selected agents and maintain positive relationships
- Identify key overseas markets, nominate best producing agents and spot emerging trends
- Support overseas agents' visits, and as required, represent the School at Agents' fairs and overseas events
- Manage and ensure the Admissions Office is up-to-date with UKVI requirements for new pupils, as advised by the Director of Finance.

Manage Administration for New Starters

- Work with the Deputy Head, Head of Marketing, Director of Teaching and Learning and Director of Pastoral Care to ensure necessary materials are up-to-date and available
- Confirm new starters lists to all staff, and circulate as required
- Oversee arrangements with the Headmistress, SLT and Housemistress regarding welcoming new pupils on their first day
- Ensure parents and pupils have all required information

Support Head of Marketing

- Assist with the development of a strategy, in line with target audience feedback to grow the MSJ brand
- Assist with the production of marketing materials such as the School prospectus
- Manage all promotional communications to prospective parents working closely with the Head of Marketing, SLT and Headmistress. This includes event invitations, mailshots, newsletter and literature regarding entrance and scholarship examinations etc.

All School staff are expected to:

- a. Work towards and support the School vision and the current School objectives outlined in the School Development Plan
- b. Support and contribute to the School's responsibility for safeguarding pupils
- c. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- d. Work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- e. Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Adhere to policies as set out in the Staff Handbook and Regulations
- i. Undertake other reasonable duties related to the job purpose required from time to time
- j. Adhere to School Safeguarding and Child Protection Policies.

HEAD OF ADMISSIONS

PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
Educated to degree level or equivalent	Essential	Application Form
Experience in a sales /marketing/ client care environment with demonstrable track record for delivery	Essential	Application Form Interview
Ability to manage and work in a team environment	Essential	Interview
Excellent interpersonal skills; ability to communicate confidently at all levels	Essential	Interview
Competent in the use of IT with ability to manage a database, and create effective systems	Essential	Application Form Interview Assessment
Excellent administrative and organisational skills with attention to detail	Essential	Application Form Assessment
Excellent written and verbal communication skills	Essential	Application Form Interview Assessment
Demonstrate a persuasive and tenacious attitude	Essential	Interview
Creative problem solver with initiative and the ability to anticipate	Essential	Interview Assessment
Proven ability to deliver under pressure, to tight deadlines in a very busy organisation	Essential	Interview Assessment
Demonstrate a flexible and positive can-do attitude	Essential	Interview
Ability to remain calm and cope with the unexpected	Essential	Interview
A sensitive and responsive approach to pupil and parent needs	Essential	Interview
Good cultural awareness	Essential	Interview
Professional appearance; well presented at all times as appropriate to the role	Essential	Interview
Strong numeracy skills	Desirable	Interview Assessment
Knowledge of the independent education sector and understanding of what influences families in choosing a school	Desirable	Interview

STAFF BENEFITS AT MSJ

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

A selection of MSJ Staff benefits* can be seen below:



**COMPETITIVE
SALARY**



**FREE LUNCH
PROVIDED**



**GYM & SWIM
DISCOUNTS**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**DISCOUNT ON
SCHOOL FEES**



**FREE
PARKING**



**TREAT
THURSDAYS!**

*Some benefits such as pension enrolment activate after completing three months' employment with Malvern St James

APPLICATION PROCESS

AT MSJ

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. **A CV will not be accepted instead of a completed application form.**

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department. Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or email to recruitment@malvernstjames.co.uk

4

Applications should be submitted no later than 25 August 2022, however, we reserve the right to appoint as soon as we get the right candidate.

GENERAL REQUIREMENTS

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive.

It will be reviewed at least once every year and it may be subject to modification or amendment at any time after consultation with the post holder.

REFERENCES

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.

Malvern St James is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service clearance at enhanced level.



MALVERN ST JAMES

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